

# JOB OPPORTUNITY ANNOUNCEMENT

## AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 012-10

**OPEN TO:** All interested candidates  
**POSITION:** Alumni Coordinator, FSN-05; FP-9  
**(One year contract, renewal based on availability of funds).**  
**OPENING DATE:** April 27, 2010  
**CLOSING DATE:** May 11, 2010  
**WORK HOURS:** Part-time, 25 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office

*NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.*

The U.S. Embassy in Brazzaville is seeking an individual to fill the vacant position of Alumni Coordinator in the Public Affairs Section.

### BASIC FUNCTION OF POSITION

Under minimal supervision, the incumbent will perform activities related to organizing Alumni affairs: such as organizing community outreach efforts and public media outreach to identify alumni; create an up-to-date alumni database (for Embassy/ECA use) and register with DOS; hold regular meetings with Alumni for discussion and to organize events and activities

### QUALIFICATIONS REQUIRED

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

#### 1. Education

A college or university study in liberal arts, education, social sciences, international relations or related field is required.

#### 2. Prior work experience

One year of progressively responsible experience and proven ability to be a self-starter

#### 3. Language requirements

Level 3 (Good Working Knowledge) English ability and level 4 (Fluent knowledge) French ability are required. This will be tested.

#### 4. Knowledge:

Thorough Knowledge of US/ Congolese educational system and in programming educational activities. Good understanding of the role of exchange program in personal growth of participants and in building relationships between countries to further USG goals is required.

## **5. Skills and abilities**

Ability to write well, develop curriculum, plan presentations; ability to develop and maintain contacts; ability to conduct research using internet. Skills in basic computer programs (Word, Windows, Excel, Power Point, etc...) Good interpersonal skills and judgment of character required.

## **SELECTION PROCESS**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Successful candidate must be able to obtain the required security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) (available from the Embassy Security Post); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Management Officer

U.S. Embassy Brazzaville -Boulevard Maya-Maya

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: [BrazzaHRO@state.gov](mailto:BrazzaHRO@state.gov)

PHONE: 612-2000 / 612-2073 / 612-2143

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

**CLOSING DATE FOR THIS POSITION: May 11, 2010**

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.